



City of Santa Cruz

**RESIDENTIAL RENTAL DWELLING UNIT INSPECTION MAINTENANCE PROGRAM****SELF-CERTIFICATION CHECKLIST**

Planning and Community Development Department 831-420-5140

**Exterior Inspection – PART I: Building/Unit Identification** (Print legibly)

Property Owner Name:

Property Address:

Item #	Exterior Checklist	Pass	Fail	N/A	Comments
1.1	<b>Legible and Visible address number and unit identification</b> (Address numbers clearly visible from street/number or letters for units- minimum 4 in high, if new)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	<b>Storage of Junk and rubbish and/or overgrown vegetation</b> (Household trash, tires, scrap wood, scrap metal, etc. shall be stored and protected in an orderly fashion as to not be an attractive nuisance – Property must be clear from any overgrown/dry vegetation and/or weeds capable of being ignited and endangering the property)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	<b>Dumpsters/Trash Cans</b> (Must be in enclosure if provided/stored out of public right-of-way/ free from trash overflow)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	<b>Inoperable/Unregistered Vehicles</b> (Inoperable vehicles must be stored out of the front yard or exterior side yard and on a paved surface)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	<b>Foundation Vent Screens/Crawl Space Covers</b> (Spaces must be properly covered. Screens must be in good working condition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	<b>Roof</b> (Must be free from any visible holes or penetrations that allows outside elements - rain & cold - in and heated air out.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	<b>Stairways – Landings/treads/risers/balusters</b> (Should be in good condition/free from visible structural defects (looses threads, missing balusters or handrails, rotting or deteriorating materials) and anything that could cause a trip or fall hazard.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.8	<b>Fire Extinguishers – Multi-Family Only – 3 or more units</b> (Must be properly serviced, labeled, and stored – minimum size 2A10-BC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.9	<b>Fire Sprinkler System – Multi-Family Only – 3 or more units</b> (If provided – Certification of 5 year inspection required )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	<b>Exterior Lighting</b> (Approved lighting fixtures at entrance/exiting doors, all exterior hallways, as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.11	<b>Infestation</b> (Property must be clear of all infestations - insect, rodent, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.12	<b>Electrical/Gas Meters – Multi-Family Only – 3 or more units</b> (Must have proper labeling, be properly protected, and must not be tampered with. Utilities in an exterior closet or room may require signage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.13	<b>Electrical Panel</b> (Must have a panel cover and breakers labeled with appropriate identification, as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.14	<b>Exterior Walkways/Exit Passageways/Common Areas</b> (Must remain clear at all times and in a safe and sanitary condition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.15	<b>Water Heaters</b> (Must have proper strapping, proper drain lines, and venting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.16	<b>Existing Fire Lanes clearly marked</b> (Signage or paint or both needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that I have inspected the aforementioned unit and that the information above is true and correct to the best of my knowledge. (Please send original to City of Santa Cruz and keep a copy for your files.)

Name (Please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship to the Property: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_



City of Santa Cruz

**RESIDENTIAL RENTAL DWELLING UNIT INSPECTION MAINTENANCE PROGRAM****SELF-CERTIFICATION CHECKLIST**

Planning and Community Development Department 831-420-5140

**Interior Inspection – PART II: Unit Identification** (Print legibly)

Property Owner Name:

Property Address:

Unit Number:

<b>Item #</b>	<b>Interior Checklist</b>	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>	<b>Comments</b>
<b>2.1</b>	<b><u>Hot/Cold Running Water</u></b> (Unit must have hot and cold running water)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.2</b>	<b><u>Electrical Power</u></b> (Unit must have electrical power)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.3</b>	<b><u>Heat</u></b> (Unit must have a functioning adequate heating source – This excludes portable heating units)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.4</b>	<b><u>Sewage System</u></b> (Unit must have a functioning sewage system and must be clear of any surfacing sewage indoors or outdoors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.5</b>	<b><u>Entry Doors</u></b> (Must be in good condition – Locks on doors must not exceed 48" in height, unless otherwise allowed. No double key lock on entry door)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.6</b>	<b><u>Exits</u></b> (One main door per unit & escape/rescue window per bedroom. There must not be any double key locks on any exit doors throughout the unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.7</b>	<b><u>Infestation</u></b> (Unit must be clear of any infestations – insect, rodent, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.8</b>	<b><u>Smoke Detectors</u></b> (Must be working and located in hallways leading to rooms used for sleeping or installed and maintained in compliance with Code in effect at time of installation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.9</b>	<b><u>Mechanical</u></b> (All mechanical equipment in the unit must properly function including; appliances, venting systems, thermostats, air conditioning unit – if provided, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.10</b>	<b><u>Electrical</u></b> (All wiring and electrical components must be in good working condition – no spliced wiring, no exposed wiring, and all outlets and switch plates must have appropriate coverings/GFCI in bath and kitchen operational, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.11</b>	<b><u>Plumbing</u></b> (Unit must have proper plumbing throughout unit – sink, toilet, bathtub or shower, no leaks, must have P-traps, toilets must be secured to ground and sinks must be secured to walls, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.12</b>	<b><u>Counter and Sink Surfaces</u></b> (Are required in kitchens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.13</b>	<b><u>Windows</u></b> (All windows must have adequate weather protection – no broken glass/plastic coverings, etc. - be in good condition and have locking mechanisms that function without use of key or special knowledge. If window bars or screens are present they too must function without use of key or special knowledge.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.14</b>	<b><u>Flooring</u></b> (Floors must not be in a defective or deteriorating condition that could cause a trip or fall hazard or impact sub-flooring)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.15</b>	<b><u>Sub-flooring</u></b> (Must be in good condition without buckling or sagging which suggests structural defects)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.16</b>	<b><u>Walls</u></b> (Must be good habitable condition clear of large holes, missing sections, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.17</b>	<b><u>Ceiling</u></b> (Must be in good repair, must not be collapsing, buckling or sagging suggesting structural defects or roof leakage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	